



March 2021

Dear Parents & Families,

Due to the recent lockdown period, we had to delay our Parent Consultation meetings, but we are eager to re-schedule these before the Easter holiday. In line with COVID restrictions, the meetings will take place virtually using TEAMS (an online app) to facilitate a video meeting.

We have spread the Parent Consultation meetings across four different dates:

Nursery (Penguin & Giraffe Group)- Monday 29th March (2pm-6pm)*

Nursery (Monkey & Elephant Group)- Tuesday 30th March (2pm-6pm)*

Reception- Monday 29th March (2pm-6pm)*

Years 1&2- Thursday 25th March (2pm-6pm)*

Years 3&4- Tuesday 30th March (2pm-6pm)*

Years 5&6- Wednesday 31st March (2pm-6pm)*

*The last appointment time is 5:52pm.

We use an online booking system to book a Parents' evening slot via School Life. (Please see instructions overleaf). As the meeting is virtual, it is important that you provide your email address in the comments box when booking. If no email address is left, we will be unable to send a TEAMS invitation to the meeting.

Please note that the meetings will be timed and will automatically log out after 5 minutes. Don't worry the teacher will remind you of this and keep you up to date with the timing. If you feel that a further appointment is required following the 5 minutes, please contact the school office and a telephone call will be arranged.

Parents' evening is such an important time, it gives staff the opportunity to celebrate your child's successes and achievements, whilst also discussing any support that they may need. It has been an extremely challenging year and now more than ever, it is so important that every parent attends a Parent Consultation meeting.

We look forward to seeing you, even though it is on a screen!

Yours sincerely,

Mrs M Fellows
Headteacher

Brook Primary School, George Street, Wordsley, Stourbridge, West Midlands. DY8 5YN.

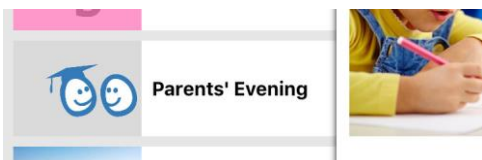
Tel: 01384 389888 E-mail: info@brook.dudley.sch.uk





Parent Evening Booking System

When a Parents evening is available, there will be an icon appear within the school app.



When you 'tap' on this icon you will see any available dates you have, you may have multiple dates/children to book for. The below is an example for 'Test Child' (this will be replaced with your child's name).

Event Selection

Test Child

Parent Evening

Friday 1 February 2019

Bookings are not currently enabled

Select

Once a date is available to book, the Red box with 'Bookings are not currently enabled' will disappear. Once you click the green 'Select' button you will see the following;

Parent Evening - Friday 1 February 2019

Test Child (0987654321)

Help

Geer, Mike ()

- Form Tutor

15:30	Available
15:45	Available
16:00	Available
16:15	Available
16:30	Available
16:45	Available
17:00	Available
17:15	Available

From here you will be able to select a suitable time and you will be given the option to add a comment. Please add your email address here- if no email is left, we will be unable to send the TEAMS invitation to the meeting. Also, should there be anything in particular you need to talk about, you can record it in the comment box.

That is all you need to do for placing a booking, you can go back into the parents evening section to view your booking time or to change the time to another available slot if you need to while the booking option is open.

If the booking times have been closed by the school, you will see the Red box with 'Bookings are not currently enabled' like the image towards the start of these instructions, however you will be able to see the date and time of your booking.

Event Selection

Test Child

Parent Evening

Friday 1 February 2019

15:30 Mike Geer Form Tutor

Select